

CALIFORNIA DEPARTMENT OF TRANSPORTATION

Duty Statement

Classification Title	District/Division/Office	
Personnel Supervisor II	DHR/Office of Transactions Services	
Working Title	Position Number	Effective
Sup II	702-008-1314-	9/01/2014

YOU ARE A VALUED MEMBER OF THE TRANSACTION SERVICES TEAM. YOUR COMMITMENT TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS ENABLES CALTRANS TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY, AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

Under the general direction of the Branch Chief, Office of Transaction Services Staff Service Manager I (SSMI), the Personnel Supervisor II is responsible for a portion of the Office of Transactions Services payroll and benefits program. The Sup II demonstrates a positive attitude and a commitment to provide quality service that is accurate, timely, and exceeds our customers' expectations. The Sup II provides leadership to staff engaged in a variety of payroll services and personnel transactions; works in the areas of appointments; separations; payroll-related matters; implements collective bargaining issues; health, dental, vision, life, flex, deferred compensation, and COBRA benefits; leave accounting; disability compensation; adverse actions and salary issues. This position directly supervises Personnel Supervisors I, Senior Personnel Specialists and indirectly supervises Personnel Specialists.

DUTIES AND RESPONSIBILITIES:

- 25% (E) Delegates, assigns, and coordinates work activities. Provides leadership and guidance to subordinate staff. Ensures that all subordinate staff are committed to providing quality customer service at all times and to the goal to thoroughly meet customer's needs. Selects and hires subordinates. Prepares probationary and other staff evaluations as necessary.
- 25% (E) Oversees the operations and integrity of the Statewide transaction payroll, document processing, and benefits programs in accordance with State rules, regulations and policies. Interprets civil service laws and rules and departmental policies for management and departmental employees. Ensures that staff implement all applicable collective bargaining unit contract issues as well as all non-represented and statutory exemptions in the areas of personnel and payroll transactions. Analyzes and independently resolves a variety of complex technical personnel and payroll problems. Monitors and prepares reports and recommendations as requested.
- 20% (E) Assists management and classification analysts with complex personnel and payroll transactions issues. Recommends, develops and implements internal processes to conform to personnel and payroll procedures and information received from departmental policies.

- 10% (E) Acts as Departmental liaison in personnel and payroll matters with CalHR, State Personnel Board, State Controller's Office, Public Employee's Retirement System, and the Employment Development Department. Confers with these agencies on policies affecting Caltrans. Represents management and acts as an expert resource in personnel and payroll matters in court appearances, Board of Control hearings, and Departmental meetings as needed.
- 10% (E) Monitors and implements changes necessary to meet the Department's effectiveness in personnel and payroll transactions and to ensure that high quality customer service is provided at all times. Provides technical assistance in the implementation of procedures for Departmentwide transactions-related databases.
- 10% (M) Acts as the Department's coordinator and representative on a number of statewide committees, task forces, and continuous improvement teams as requested by management.

SUPERVISION OR GUIDANCE RECEIVED

Supervised by Branch Chief, Office of Transactions Services SSM I

SUPERVISION EXERCISED OVER OTHERS

Supervises Senior Personnel Specialists and Personnel Supervisors I with a subordination staff of Personnel Specialists.

KNOWLEDGE AND ABILITIES, MINIMUM EDUCATION OR EXPERIENCE REQUIRED

Must be able to interpret civil laws and rules and various personnel manuals from SCO, PERS, and CalHR as well as Departmental procedures and bargaining unit MOUs.

RESPONSIBILITY FOR DECISION, ACTIONS, AND CONSEQUENCES

Must be able to make independent decisions on a regular basis related to employee payroll, leave and benefits. Makes decisions related to the Department's position on statewide transactions issues. Poor judgment could affect employees' pay and benefits and cause considerable hardship to all levels of employees including CEAs and Exempts.

Develops new insights into situations and applies innovative solutions to make organizational improvements. Creates a work environment that encourages creative thinking and innovation. Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

The incumbent is responsible for complying with the Information Practices Act (IPA) by protecting departmental employees' confidential information, including, but not limited to, social security numbers, medical or employment history, education, financial transactions, or similar information. Failure to protect departmental employee's confidential information may damage DHR's reputation as a confidential organization, may result in employee grievances or lawsuits, and, pursuant to California Civil Code section 1798.55, could result in disciplinary action, including termination of employment.

ANALYTICAL REQUIREMENTS

Resolves the most complex personnel issues. Makes recommendations to management for implementation of new MOU requirements, develops new systems of automation to simplify tasks and other complex systems. Multi-tasks, adapts to changes in priorities, and completes tasks or projects with short notice.

PUBLIC AND INTERNAL CONTACTS

Maintains frequent contact with other State agency representatives in the area of transactions, benefits, and retirement. Works with others in a cooperative manner.

WORK ENVIRONMENT

Employee will work in a climate-controlled office under artificial lighting.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employee may be required to sit for long periods of time using a keyboard and video display terminal. Employee must maintain cooperative working relationships with staff as well as other departmental employees, must respond appropriately to difficult situations, must recognize emotionally charged issues or problems, and must facilitate effective solutions.

I have read, understand and can perform the duties listed above. If you believe you may require accommodation, please discuss this with the hiring supervisor.

EMPLOYEE

DATE

I have discussed and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE